

**POST
LICENSING
RESPONSIBILITIES
IMMEDIATE ATTENTION**



WASHINGTON STATE GAMBLING COMMISSION

**(360) 438-7654
(800) 345-2529
TDD: (360) 438-7638
FAX: (360) 438-7659**

POST LICENSING RESPONSIBILITIES

GENERAL INFORMATION:

Congratulations on your successful completion of the Gambling License Certification Program. As you recall, the program provides initial certification only upon successful completion of a rigorous investigative and evaluation process. The Gambling Commission effectively uses the certification process to complement its overall regulation and control program to ensure compliance with the Gambling Act.

NOW WHAT HAPPENS?

You begin another phase of our gambling regulation and control program. As a licensee, you are required to comply with several regulatory requirements in order to properly maintain your gambling license(s). This pamphlet has been designed to assist you in this maintenance phase. By following the minimum requirements outlined in this pamphlet, you can better fulfill your responsibilities as a licensee of the Gambling Commission. The Gambling Commission has always promoted the concept of voluntary compliance. If you are ever in doubt about the contents of this pamphlet or the Commission Rules Manual – please contact the special agent or Gambling Commission office within your local area. We look forward to a cooperative relationship.

INITIAL RESPONSIBILITIES UPON RECEIPT OF YOUR LICENSE(S)

- Ensure your license packet contains the following:
 - Your license(s). Is it correct? (If not, contact the Gambling Commission immediately);
 - A Gambling Commission rules manual plus applicable administrative orders;
 - An accounting packet for each type of license.
- Post your license(s) where the gambling activity is to be conducted.
- Notify your local police or sheriff in writing within ten (10) days after receipt of your license(s).
- Contact your local taxing authority (city or county) as well as the Washington State Department of Revenue and the Internal Revenue Service to determine any tax obligations.
- Maintain and become familiar with your rules manual. Be sure to have your rules manual available to anyone on request.

REQUIREMENTS TO NOTIFY THE GAMBLING COMMISSION

- You must **immediately** notify the Gambling Commission of the following changes / circumstances:
 - Change of license class;
 - Loss or destruction of license(s);
 - Changes due to death, incapacity, receivership, bankruptcy, or assignment for the benefit of creditors;
 - If you are changing employers as a distributor's representative, manufacturer's representative, card room employee, non-profit manager, service supplier representative, or a linked bingo representative.

NOTIFY TEN DAYS PRIOR

- Change of days or times of bingo operations.
- Change of time, date, or location of fund raising event (fee required).
 - For cancellation of a fund raising event, the ten-day rule does not apply. However, you must notify the Gambling Commission in advance of the scheduled date.

NOTIFY WITHIN TEN DAYS OF CHANGE

- Change of corporate stock ownership in a commercial business if the change involves a new person or organization receiving 10% - 50% interest in the business.
- Card room operators must notify the Commission when any regular or Class B card room employee begins or ends their employment.

NOTIFY 30 DAYS PRIOR TO ACTION

- Change of name.
- Change of location.

NOTIFY 30 DAYS AFTER CHANGE

- Change of gambling activity manager.
 - New managers will be required to attend the mandatory training session for their activity.
- Commercial licensees – change in directors / officers of corporation.
- Change in business classification (except as noted in Change of Ownership or Employment).

NOTIFY WITH NEXT QUARTERLY REPORT

(If no quarterly report required, notify within 90 days following the action.)

- Report political contributions.

(If no quarterly report required, notify within 60 days following the action.)

- Submit updated documents / information that affect your organization, including but not limited to:
 - Articles of incorporation and bylaws;
 - Leases, rental, consignment, franchise, or other agreements to include contracts or agreements between manufacturers of card games and card room licensees;
 - All loans from other than a bank in excess of \$2,000;

(If no quarterly report required, notify within 30 days following the action.)

- Report all civil / criminal actions filed by or against the licensee, primary officers, or gambling manager. Civil actions involving personal injury, debt collection, adoption, paternity, wage disputes, and non-criminal traffic infractions need not be reported.

CHANGE OF OWNERSHIP OR EMPLOYMENT

NOTE: Gambling licenses are NOT transferable.

If the following occur, your present license(s) shall become void and you must immediately cease operation of the licensed activity:

- The business is sold;
- A sole proprietorship brings in a new person and forms a partnership or LLC;
- A partnership takes another partner or changes partners;
- A corporation sells over 50% of its stock to a person who had not held at least 10% or more previously;
- Termination of employment (voluntary / involuntary) of gambling manager / assistant managers;
- Change of employment for distributor's representatives / commercial PB/PT managers and service supplier representatives.

- License is automatically voided when employment ends. If the person wants to represent a different distributor, they may request a re-issue of the license per WAC 230-04-125.

If your license becomes void for any of these reasons, any license fee refund would also be void, per WAC 230-04-220.

GAMBLING OPERATIONAL RESPONSIBILITIES / REQUIREMENTS

In addition to the reporting responsibilities, you must comply with the following operational requirements:

- Operate all licensed gambling activities within the limits and scope of your assigned license class;
- Ensure your licensed premises is open for inspection by the Gambling Commission staff at all times;
- Ensure licensed employees (i.e. gambling manager and card room employees) wear identification tags;
- Do not extend credit, loans, or gifts except in the limited conditions of WAC 230-12-050;
- Do not offer or allow beer or liquor as prizes for a gambling activity; except as provided in RCW 9.46.0315
- Do not allow firearms as prizes for a gambling activity, except under the provisions of WAC 230-12-040.
- Post the problem gambling information signs at each entrance and exit. These signs are available by contacting your Gambling Commission field agent or regional office.

ACCOUNTING / RECORD KEEPING REQUIREMENTS

All licensees are required to maintain certain gambling records. **WAC 230-08 – Records and Reports** specifies the records required for each gambling activity.

Please contact the nearest Gambling Commission office if you are in doubt or need assistance in interpreting our rules.

GAMBLING COMMISSION REGIONAL OFFICES

Lynnwood. (425) 776-6751, Ext. 221

Spokane. (509) 456-3167, Ext. 228

Tacoma (253) 593-2227, Ext. 221

Washington State Council
On Problem Gambling
1-800-547-6133

**THIS PUBLICATION IS AVAILABLE IN ALTERNATE
FORMATS UPON ADVANCE REQUEST.**

**PLEASE CONTACT
(360) 438-7654 EXT. 314 OR TDD (360) 438-7638.**